
FEDERAL TRANSFER CENTER
OKLAHOMA CITY, OKLAHOMA

INSTITUTION SUPPLEMENT



OPI: Supervisor of Education
NUMBER: OKL-1315.07E
DATE: March 31, 2009
SUBJECT: Legal Activities, Inmate

1. PURPOSE: To provide guidelines and procedures for implementation of Inmate Legal Activities at the Federal Transfer Center (FTC), Oklahoma City, Oklahoma.
2. DIRECTIVES AFFECTED:
 - a. Directives Referenced:

P.S. 1315.07	Legal Activities, Inmate	(11/05/99)
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 - b. Directives Rescinded:

I.S. OKL-1315.07D	Legal Activities, Inmate	(03/14/08).
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3. STANDARDS REFERENCED:
 - a. American Correctional Association, 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-2A-62, 4-ALDF-6A-01, and 4-ALDF-6A-03.
4. PROCEDURES:
 - a. The Federal Transfer Center maintains three law libraries, one main and two basics. The main and one basic law library is located on the 2nd floor education area. The other basic law library is maintained in the cadre housing unit library area.
 - b. Education staff maintain the inmate law libraries and conduct law library inventories.
 - c. An imminent court deadline is considered 45 days or less.

DISTRIBUTION: Warden, AW(O), AW(P), Exec. Asst., Documents Control, Historical File, All Department Heads, AFGE

- d. Work Cadre Inmates: Law materials not maintained in the basic law library may be requested from the main law library, via an Inmate Request to Staff Member, addressed to the Supervisor of Education. Requests must be specific to ensure accuracy of completed requests. Cadre inmates may request up to three law books at one time and may retain the books for up to three days. It is the requesting inmate's responsibility to maintain the law materials while in his possession. Damaged or lost materials will be deducted from the requesting inmate's account.

Specific main law library rules are posted in the main library. Basic law library rules are posted in the basic law library. Failure to follow the rules can result in disciplinary action.

The basic law library is available in the cadre unit library during non-lock down periods. Books in the cadre unit basic law library may not be removed from this room.

Access to legal materials from the main law library including, but not limited to, case law or statutes may be provided by checking out legal books for up to three days. After a work cadre inmate has had the opportunity to review the materials, requests for copies of the materials will be provided at \$.10 per copy. Education staff are available to make copies of inmate's legal documents, however, these copies are made at a fee of \$.10 per copy. Prior to making the copies, the inmate must sign a "Request for Withdrawal of Inmate's Personal Funds" to pay for them. Small amounts of legal copies may be provided by education staff at no charge if there is no pattern of abuse, or requests are infrequent and not excessive.

If it is determined a work cadre inmate has an imminent court deadline and requires additional law library research, arrangements may be made for him to visit the main law library. Requests should be made via an "Inmate Request to Staff Member," addressed to the Supervisor of Education. Arrangements will be made with the Unit Manager, work detail supervisor, and Supervisor of Education within five working days of the Education Department's receipt of request. If it is determined the inmate is not utilizing law library time, he will be returned to his unit or work detail. Main law library hours are Monday through Friday, 7:30 a.m. to 3:00 p.m.

Typewriters are available in the basic law library for law document preparation only. Ribbons and print wheels for the typewriters can be checked out from the Unit Officer with the inmate's commissary card. The commissary card will be returned to the inmate when the ribbon or print wheel is received by the officer.

Education staff will determine when typewriter ribbons should be replaced. At no time should typewriter ribbons be maintained in an inmate's personal property. Inmates will not be allowed to remove typewriters from the basic law library. Ribbons and wheels issued by staff or attached to a typewriter are considered government equipment and are not authorized to be possessed within an inmate's personal/legal property.

If a cadre inmate requires additional legal storage, alternate storage areas may be provided for storing excess legal material upon the Unit Manager's receipt of a written request by the inmate on an Inmate Request to Staff Member form. The inmate will be required to secure the additionally stored items in an area approved by the Unit Manager. Only legal materials may be stored in the container. Any other items stored in the container could be considered contraband and disciplinary action may be taken. Should a plastic or metal container be approved for storage in the legal room, the inmate will provide a combination lock and keep the container secured when not in actual use. If the inmate cannot afford a lock, all personal property should be maintained in the inmate's cell and not in the law library.

The cadre unit basic law library is the designated location where cadre inmates may assist each other regarding legal matters.

- e. Special Housing: Special Housing Unit inmates may request copies of legal materials via Inmate Request to Staff Member, addressed to the Supervisor of Education.
 - f. Holdover Inmates: Law library materials may be requested from the main law library via an Inmate Request to Staff Member, addressed to the Supervisor of Education. A maximum of three law books per day may be checked out. Education staff will deliver in the morning and pick up materials by 3:00 p.m., Monday through Friday. Legal copy requests will be made via Inmate Request to Staff Member. Law library request procedures are posted in the units.
- 5. OFFICE OF PRIMARY RESPONSIBILITY: Supervisor of Education.
 - 6. EFFECTIVE DATE: This supplement is effective upon issuance.

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Paul A. Kastner
Warden